

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, APRIL 15, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES**
 - a. Regular Minutes of April 8, 2009
 - b. Special Meeting Minutes of April 8, 2009
2. **REQUEST FOR ORDER OF LAYOFF**
Communication from Patrick H. West, City Manager
3. **REVISION TO ORDER OF LAYOFF – (March 25, 2009 Agenda)**
Staff report prepared by Diane Dzodin, Administrative Officer
4. **EXAMINATION RESULTS**
Building Maintenance Engineer
Business Systems Specialist
Water Treatment Operator
5. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
Electrical Engineer
Hazardous Materials Specialist
Plumber
Police Officer – Lateral
6. **RETIREMENTS**
Keith Carter/Police Officer/Police (25 yrs., 11 mos.)
Michael Martinez/Vector Control Specialist I/Health (23 yrs., 11 mos.)
7. **RESIGNATIONS**
Michael D'Antonio/Welder/Water (7 mos., 10 days)
Dartney Carrasco/Community Development Analyst I/Community Development (6 yrs., 3 mos.)
8. **SCHEDULE FOR HEARINGS**
Suspension Hearing 31-S-78 – Suggested Date May 27, 2009
Dismissal Hearing 30-D-78 – Suggested Dates June 17 & 24, 2009
Dismissal Hearing 01-D-78 – Suggested Dates July 15 & 22, 2009
9. **MANAGERS' REPORT**
10. **ELECTION OF COMMISSION OFFICERS**

11. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

NO HEARING

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

LONG BEACH CIVIL SERVICE COMMISSION
JEANNE KARATSU, PRESIDENT
APRIL 8, 2009

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, April 8, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu,
Douglas Haubert

MEMBER EXCUSED: Mary Islas

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human
Resources

President Jeanne Karatsu presided.

President Karatsu took a moment of silence to acknowledge the passing of Chris Daclan, former Civil Service Employee and friend.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of April 1, 2009, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioner Haubert abstained from voting, as he was not present at the meeting of April 1, 2009.

REQUEST TO RETURN TO FORMER CLASSIFICATION AND TRANSFER: The Secretary presented communications from Trggve Holden, Harbor Maintenance Mechanic, Harbor Department and Phil T. Hester, Director of Parks, Recreation and Marine, requesting Commission approval to return Mr. Holden to his former classification of Equipment Operator and transfer him to the Parks, Recreation and Marine Department. In addition, the Secretary presented a staff report prepared by Donna

deAraujo, Assistant Administrative Analyst. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Infelise and carried to approve the request to return Trggve Holden, Harbor Maintenance Mechanic to his former classification of Equipment and transfer to Parks, Recreation and Marine, pursuant to Section 67(1) of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS:

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Civil Engineer – 2 Applied, 2 Qualified
Water Treatment Operator – 4 Applied, 1 Qualified

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Infelise, seconded by Commissioner Haubert and carried that the following eligible lists be extended for an additional six months, with the exception of Fire Recruit, to be extended for one month. The motion carried by a unanimous roll call vote.

Capital Projects Coordinator
Department Librarian
Fire Recruit (**1 month**)
General Librarian
Public Health Physician (4/9/08 & 4/30/08)
Public Safety Dispatcher
Recycling Specialist
Supervisor – Facility Maintenance (4/18/07)
Survey Technician
Systems Technician (10/15/08)

TRANSFER:

NAHIN ANAYA-ZAVALA/SPECIAL SERVICES OFFICER
II/PUBLIC WORKS TO SPECIAL SERVICES OFFICER
III/POLICE

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the subject transfer between departments be approved. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

The Secretary acknowledged the outstanding service Chris Daclan, Administrative Analyst, Water Department, provided to the City and citizens of Long Beach as a City

employee with over 19 years of service. Eighteen years of his service was in the Civil Service Department where he was a beloved co-worker and friend.

The Secretary acknowledged the following employees for Perfect Quarterly Attendance:

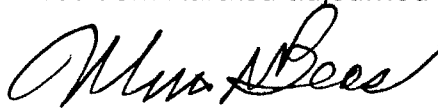
Donna de Araujo	Caprice McDonald
Marilyn Hall	Sharon Hamilton
Suanne Swan	Beatriz Lacerda
Melinda George	Diane Dzodin
Judith Dias	Debbie McCluster
Rob Pfingsthorn	Donnell Russell

Melinda George, Deputy Director presented a Quarterly Recognition Award to Caprice McDonald for the outstanding job she did in the administration of the Battalion Chief examination.

The Secretary presented a Quarterly Recognition Award to Marilyn Hall, for the excellent job she did in the preparation of training materials for the Supervisory Leadership Academy – Civil Service training.

ADJOURNMENT:

There being no further business before the Commission, President Karatsu adjourned the meeting.



MARIO R. BEAS
Secretary

MRB:meh

LONG BEACH CIVIL SERVICE COMMISSION
JEANNE KARATSU, PRESIDENT
APRIL 8, 2009

Special Meeting of the Civil Service Commission was held at 8:15 a.m., Wednesday, April 8, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu,
Douglas Haubert

MEMBER EXCUSED: Mary Islas

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Robert E. Shannon, City Attorney
Christina Checél, Deputy City Attorney
Patrick H. West, City Manager
Suzanne Mason, Director of Human Resources
Ken Walker, Personnel Operations Manager, Human
Resources
Janet Schabow, Business Representative, IAMAW DL947

President Jeanne Karatsu presided.

CONSIDERATION OF AMENDMENTS TO CIVIL SERVICE RULES AND REGULATIONS:

The Secretary presented a communication from Christina Checél, Deputy City Attorney, in response to a request of the Commission to prepare a number of options to permit the Commission to suspend Civil Service Rules and Regulations (CSRR) under certain circumstances. In addition, the Secretary presented communications from Janet Schabow, Business Representative, IAMAW DL947 and David Vasquez, President, Long Beach Association of Engineering Employees, addressing their concerns regarding the proposed changes to the CSRR. The Secretary also presented a staff report, prepared by him.

Ms. Checél briefed the Commission regarding proposed language for three options prepared for Commission consideration as follows: Option one would amend Section 27 to add a fourth exception: "(4) At the request of an appointing authority, the Commission may authorize the Executive Director to certify all current City employees whose names appear on existing eligible lists." Option two, which was requested by the Executive Director to limit Section 27 to permanent (as opposed to non-career) employees. (4) At the request of an appointing authority, the Commission may authorize the Executive Director to certify only permanent City employees whose names appear on existing eligible lists." Option three, which would amend Section 115, add the following language "Further, the Commission may authorize an exception to its rules, if such exception is consistent with the mandate of Article XI of the City Charter and if, in the opinion of the Commission, the best interests of the City would be served." The Secretary stated that the recommended change to Section 27 as stated in option two would allow the City Manager to accomplish his request to retain current City employees to fill critical positions, and to avoid the laying off of employees. He stated that the Commission has a history of dealing with reduction of the workforce by moving employees to other classifications under Section 67(5) of the CSRR. Patrick West, City Manager, thanked the Commission for its work on the Rules revisions, and stated that he feels that the proposed revision to Section 115 would best serve the City's needs, given the current financial crisis, in that it would allow for more hiring flexibility in allowing the City to fill critical positions. He stated that he totally supports the merit system and is not trying to eliminate it. He stated the recommended changes to the CSRR would allow the City to get through this current financial crisis and fill critical positions. He strongly recommends option three be approved. Commissioner Infelise expressed his concerns about permanent changes to the Rules, but adding a six months to a year sunset clause. Mr. Shannon informed the Commission that an amendment to Section 115 of the CSRR gives the Commission more authority. Any request from an appointing authority would have to come to the Commission, and it has the authority to approve or deny any request. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Infelise to approve the recommended amendment to

option two of Sections 27 as written, and Section 115, with a sunset clause of one year, as it is written, and that the one year sunset clause shall be self repelling. Ms. Schabow addressed the Commission, in favor of the revision to Section 115 because she felt that it better serves the employees and provides for greater flexibility. Suzanne Mason, Director of Human Resources, addressed the Commission regarding amendments to Section 27, requesting the Commission consider option one, as it allows for non-career employees, currently on eligible lists and working in the classifications to be hired. Cynthia Stafford, Personnel Services Officer, Public Works agreed with Ms. Mason, indicating that there are persons in positions in the Department of Public Works, currently working as non-careers, who are on eligible lists. Ms. Mason indicated that she would like to have access to all City employees on an eligible list. Commissioner Haubert questioned if Section 115 would allow the flexibility needed to accomplish the request. Mr. Shannon restated that any CSRR changes would still require requests to the Commission, and the Commission would have the final authority. He stated that the option three revision to Section 115 provides the Commission full flexibility. After further discussion, in a substitute motion, it was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried to approve option 3, "Further, the Commission may authorize an exception to its rules, if such exception is consistent with the mandate of Article XI of the City Charter and if, in the opinion of the Commission, the best interests of the City would be served," with a six-month sunset clause, self-repelling unless extended by the Commission. The motion carried by a unanimous roll call vote.

ADJOURNMENT:

There being no further business before the Commission, President Karatsu adjourned the meeting.



MARIO R. BEAS
Secretary

MRB:meh

DATE: April 15, 2009
TO: Civil Service Commission
FROM: Diane Dzodin, Administrative Officer
SUBJECT: REQUEST FOR REVISION OF THE ORDER OF LAYOFF APPROVED MARCH 25, 2009

On March 25, 2009, the Civil Service Commission approved an Order of Layoff for the classifications of: Clerk, Public Health Professional, Registered Nurse, Assistant Administrative Analyst, Vector Control Specialist, Community Worker and Customer Service Representative.

On the above date, staff advised the Commission that the Civil Service Department had open requisitions for vacant positions in the classifications of Assistant Administrative Analyst and Customer Service Representative. It was further advised that if the employees in the Health and Human Services Department who were impacted by the Order of Layoff were not placed in these vacant positions, they would be entitled to bump the least senior employees in their classifications.

Staff is requesting that the Commission approve the attached revised Order of Layoff that elaborates in greater detail the options available should these employees not be placed in the current vacant positions. At the request of the Human Resources Department, the names of the least senior employees in the classifications of Assistant Administrative Analyst and Customer Service Representative are provided.

If opportunities arise, the City Manager may submit future correspondence requesting Commission action to transfer or permanently reassign employees, as necessary, to

1 lessen the impact to both employees and the City. We are committed to locate suitable
2 alternative positions of employment for those facing placement on the priority list.
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4 Attachments:

5 Revised Order of Layoff (Confidential)
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